**National Science and Technology Council Fundamental Research Core Instrument Service Center (Formerly Instrumentation Center)**

**Payment Instructions (Reservation by Project)**

I. Payment deadlines for instrument use in projects:

1. When experiment will be completed at least one month prior to the project end date: Payment deadline is the end of the month after the month in which the experiment was completed.

2. When experiment will be completed in the last month before project end date: Payment deadline is end of project date.

3. For projects that have been extended with Ministry of Science and Technology approval, payment deadline is based on project’s changed or extended implementation period.

II. System Notification:

1. When a principal investigator (PI) uses instrumentation center services, once the reservation and the experiment are completed, the system will send an email notification regarding payment information to the PI’s email.

2. The school Service Centers will, as scheduled, send an email payment notification to the PI. Payment methods differ by school Service Center, so please follow the instructions included in the specific Service Center’s payment notification.

III. In the event of a usage fee payment being overdue, **all projects** implemented by that PI will be **refused reservation to use instruments in all school Service Centers** until payment for all outstanding fees to that school is completed.

**IV. For payment details and related regulations, refer to the specific Service Center’s usage and payment regulations.**

**Payment deadline example**

**Professor Wang’s implementation period for the Ministry of Science and Technology grant project is from August 1, 2021 to July 31, 2022.**

**1. When the experiment completion date is from the first month to the eleventh month of project implementation (August 2021–June 2022):**

If Professor Wang uses Service Center instruments in August 2021 to complete an experiment, the usage fee must be fully paid before September 30; the usage fee for experiments completed in September must be fully paid before October 31; and so on. Usage fees for June 2022 must be fully paid before July 31, 2022.

**2. When the experiment completion date is during the twelfth month of project implementation (that is, during July 2022):**

After using the instruments in July 2022 to complete the experiments, the fee must be fully paid before July 31.

**3. If the project is approved for a six-month extension:**

For experiments completed from August 2021 to December 2022, the usage fee must be fully paid by the end of the month following experiment completion.

Experiments completed in January 2023 must then be fully paid for before January 31, 2023.